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**From:** O'Brien, Elisabeth (DPH)  
**Sent:** Wednesday, August 15, 2012 10:01 AM  
**To:** Corbett, Kate (DPH)  
**Subject:** FW: Docushare Account  
**Attachments:** PROTOCOL FOR NEW USERS -INTRODUCTION TO DOCUSHARE.doc

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**From:** Burns, Nancy (POL)  
**Sent:** Wednesday, August 15, 2012 9:09 AM  
**To:** Salemi, Charles (DPH); O'Brien, Elisabeth (DPH)  
**Subject:** Docushare Account

Chuck and Betsy:

A docushare account has been set up for the Jamaica Plain Drug Lab.

The user name is jplab

The temp password is 123456.

You can reset the password. This is the only account that will be available at this time for Jamaica Plain as we have a very limited number of licenses left for this application. I have been told by OTIS ( our IT dept) that more than one user can be logged in with same name at the same time. I have attached an introduction sheet to assist you.

To find docushare, just go to the same IP address you use to find Pay station. In the left hand column on the MASP intranet you will see Docushare. Click and then remember to click on Log in over in the right hand column as it is password protected.

The Forensic Services Folder will then appear. It is set up like the org chart of the FSG which is also found in this folder. The Drug Unit Protocols are in the Crime lab folder. The Safety, Security , Vehicle, Travel protocols are found in the All Forensic Services Units folder as they apply to everyone. When a protocol is sent out that effects the Drug Unit, you will get an email. The system only allows one email notification per account.

Let me know if you have any problems or issues. Kenny can also help.

Nancy

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